

University of Wisconsin Law School

Summer Public Service Fellowships

2015 PUBLIC SERVICE FELLOWSHIP APPLICATION

Summer Public Service Fellowships (SPSFs) may be offered to University of Wisconsin Law School students who work in unpaid or low-paid summer public interest jobs. **Unfortunately, due to limited funding we may not be able to provide an SPSF award to each applicant.** Because the law school has many established programs that provide students with opportunities for academic credit or stipends for their work, priority for SPSF funding will be given to students who will be doing unique work that isn't otherwise provided for in an established externship, internship, or clinical program. Applicants **will not** receive any SPSF funding for work for a summer Law School clinical program or for work for which the applicant will receive academic credit through an externship program or other summer Law School for-credit academic program. After reviewing all applications, the SPSF Committee will determine which applicants will be granted an SPSF award. The amount of the award may vary based on whether the position will require the student to live or travel outside of the Madison area for the summer.

The accompanying *2015 Fact Sheet* provides additional detailed information on the application requirements and process. **Please read all materials carefully!**

APPLICATION REQUIREMENTS:

THE FOLLOWING MUST BE SUBMITTED NO LATER THAN 4:00 PM ON THURSDAY, MARCH 26, 2015:

1. Five completed copies of Part 1 (*Application/Employer Information*);
2. Five copies of Part 2 (*Job Evaluation*);
3. Five copies of Part 3 (*Personal Statement and Resume*);
4. Five copies of Part 4 (*Job Offer*); AND
5. Five copies of Part 5 (*Statement of Intent*), with original signature and date.

You must submit five complete, collated sets of these application materials (each set contains one copy of each of the five parts), stapled in the order listed above. Completed SPSF applications must be delivered to the Office of Career and Professional Development ("OCPD") by the 4:00 PM, March 26th deadline. **Please note that, if you are concurrently applying for a PILF or Children's Justice Project (CJP) summer funding award, you must include an additional collated copy of all of the above materials for (each of) the award program(s) to which you are applying.** Please see the PILF and CJP applications for additional information about those awards.

*If you do not have a job offer by March 26th, but are still actively seeking qualifying summer public interest employment, please submit your SPSF application by the deadline. For Part 1, you must list the names of the employers with whom you have outstanding applications. For Part 2, please describe the types of employers to whom you are applying. For Part 3, in your personal statement, please describe why you are applying to those types of employers. You do not need to submit Part 4. You must contact Emily Kite in OCPD IMMEDIATELY upon accepting a qualifying job offer, and supplement your SPSF application accordingly, pursuant to Part 4. If funds remain available, the SPSF Committee will consider your application when you receive a job offer.

Summer Public Service Fellowship 2015 Application

Part 1: Applicant/Employer Information

A. Applicant Information:

Name _____

Anticipated Graduation Date (mo/yr) _____

Local Address _____

Telephone Number _____

Email Address _____

B. Employer Information:

Organization's Name _____

Contact Person _____ Telephone Number _____

Mailing Address _____

Email Address _____

Is your employer willing and able to pay you any amount in a summer salary or stipend?
_____ Yes _____ No If yes, how much? \$ _____

What is your expected start date? _____ (REQUIRED – we will call your employer and confirm your employment two weeks after you start.)

C. Summer Expenses

Will the position require you to secure and pay for new or additional housing for the summer?
_____ Yes _____ No

Will the position require you to incur significant travel expenses for leaving the Madison area?
_____ Yes _____ No

If you answered yes to either of the above questions, please explain your situation. For example, if you will be living in a city other than Madison for the summer, will you be finding a new apartment or staying with family? Will you be responsible for rent on two apartments? What significant travel fees would you incur? Please explain.

D. Other Funding for Summer Legal Work:

Applicants are encouraged to seek out sources of funding in addition to the SPSF award. If your summer job is one that is eligible for funding through a source such as PILI, Equal Justice America, Equal Justice Works, or any other source listed on psjd.org, you should apply for those grants as well. We reserve the right to take into account the diligence you've shown in pursuing alternative sources of funding in making a decision on our SPSF award. Other income expected for summer work, whether confirmed or pending, including funding from your summer public interest employer or other public service grants, *must* be listed below. (You do not need to disclose income you may receive from a paid, non-legal summer position you may decide to accept to supplement your SPSF award.) *Failure to disclose your intention to apply for outside funding and/or actual receipt of outside funding, before or after your SPSF application or award, may result in forfeiture of your SPSF award and/or other penalties as deemed appropriate by the Law School.*

\$ _____ Source _____ Confirmed? _____
\$ _____ Source _____ Confirmed? _____
\$ _____ Source _____ Confirmed? _____

Instructions for Parts 2 and 3

- Please provide a word count for each of your responses.
- Put your name at the top of each page.

Part 2: Job Evaluation

Word Limit: 350

Please describe:

- The organization you will be working for, including information about its mission, activities, target population or interest, and approximate number of employees (including lawyers).
- The activities you will perform during your summer work with this organization, including details of how the tasks you perform will serve the public interest and the actual impact your proposed project will have on the population or interest being served.

Part 3: Public Service Commitment

Word Limit: 750

Please provide:

- A description of why you selected the proposed job; how it will enhance the development of your legal skills and legal career; and your future goals and long-term commitment to public service.
- Five copies of your resume.

Part 4: Job Offer

Please provide:

- Five copies of correspondence from your summer employer offering you the position. The correspondence need not be a formal offer letter; an email offer will suffice.

Part 5: Statement of Intent

I am applying for a Summer Public Service Fellowship for the Summer of 2015. In submitting this application, I certify that all of the following statements are true:

- I have read the entire 2015 SPSF application, as well as the *2015 Fact Sheet for Applicants*. I understand their content and agree to abide by the rules and regulations outlined there.
- I have not accepted an offer to transfer to another law school in Fall 2015. If I have applied to transfer, or intend to do so, I have included that information as part of my application. If I transfer to another law school, I will immediately notify OCPD and refund any distributed funds.
- I agree that I have been made aware of the limited funding available and understand I am not guaranteed an award.
- I understand that, if granted an award, the amount of the award may or may not take into account whether I will be living and/or travelling outside of the Madison area for the position.
- To the best of my knowledge, all the information submitted in support of my SPSF application is complete and accurate.
- If I receive an award, I will work full-time in the position listed in my application (or listed in an approved amendment to my application) for a minimum of 10 weeks and 400 hours (or 375 hours if the employer has a 37.5 hour work week). I understand that my employer may be asked to verify my work.
- If I receive any amount of outside funding, I will inform OCPD of such an award, and I understand that my SPSF funding amount may be impacted by such an outside award.
- If I am awarded an SPSF fellowship, I will not accept any other summer employment/internship during regular business hours except with the express consent of OCPD.
- In Fall 2015, I will submit a survey/summary of my experience in my SPSF-funded position. I understand that the survey/summary will be due within one month after the start of the Fall 2015 semester, or by a later-announced deadline. I understand that this written statement may be used to provide information to fellow students.
- I understand that my award is contingent upon my continued enrollment at the University of Wisconsin Law School in the fall of 2015.
- If granted an SPSF award, I agree that I will provide assistance during the 2015-2016 academic year to the Public Interest Law Foundation and OCPD in order to further develop the SPSF program.

I understand that failure to comply with any of the above conditions may be grounds for the University of Wisconsin Law School to remove my application from consideration, and/or undertake other remedial action, as the Law School deems appropriate.

Applicant Signature _____

Applicant Name (please print) _____ Date _____